

DIVISION OF ACCOUNTS AND REPORTS POLICY AND PROCEDURE MANUAL

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SUBJECT

Signature Verification

PURPOSE

To provide instructions for the preparation and use of Form DA-115, Signature Verification Form.

AUTHORITATIVE REFERENCE

K.S.A. 75-3728

GENERAL INFORMATION

Form DA-115, Signature Verification Form, is used by the agency head to designate the person or persons whose signature is required to authorize expenditures (except for interfunds which use a DA-116). This form must be completed whenever the agency head, or a person to whom signature authority has been delegated, changes.

PROCEDURES

Each time a change in authorization takes place, a new form should be completed with each authorized individual's name printed, signature affixed, and the appropriate authority boxes checked. If someone's authority is being revoked, their name should be listed in the bottom section with the appropriate boxes for the revoked authorities checked. The agency head must sign, not stamp, the bottom of the form. If the agency is governed by a board or commission, the agency head is considered to be the chairperson.

The original completed DA-115 should be forwarded to the Division of Accounts and Reports, Central Accounting Services Section, Audit Services Team.

CONTACT SOURCES

Division of Accounts and Reports
Central Accounting Services Section
Audit Services Team